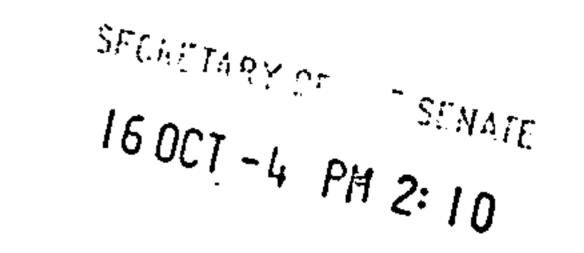
# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION



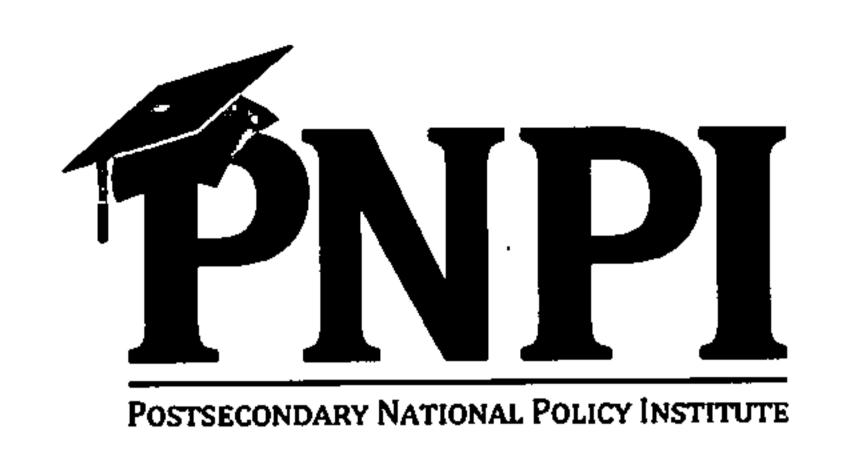
Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

# SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Josh Delaney	·
Employing Office/Committee: Warren	
Travel Expenses Paid by (List all sources): PNPI	
Travel Date(s): August 9-10, 2016	
Description/Title of Attached Forms: RE-1 Form; PSTCF + attachments	
**************************************	
*	
Purpose of Amendment (describe the reason for amending original submission):	submission is
incomplete. Required documents were not submitted to the Office of Public Record	S.
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9/28/14

(Signature, of Traveler)



# Federal Student Loan Servicing Seminar

Tuesday, August 9 - Wednesday, August 10 Harrisburg, PA Updated July 26, 2016

#### **SEMINAR GOALS**

Deepen staff understanding of the role loan servicers play in the federal Direct Loan system and their work as it relates to regular in school, repayment and pre-default servicing.

Tour a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment: walk through of fulfillment facility, overview of lender security, introduction to loan counselor training and evaluation, walk through of income-driven repayment and public service loan forgiveness processes, and overview of loan servicer contract and solicitation procedures.

#### **AGENDA**

#### Tuesday, August 9

1:45 PM Staff arrive to board bus

Peace Circle (located by the reflecting pool on the

northwest side of the U.S. Capitol)
Pennsylvania Ave and First Street NW

Washington, DC

2:00 PM Chartered bus leaves

U.S. Capitol to Harrisburg, PA

4:30-5:45 PM Arrive & Check-into hotel

Crowne Plaza Harrisburg
23 South 2nd Street

Harrisburg, PA 17101

5:45 PM Chartered bus leaves hotel for restaurant

6:00 - 8:00 PM Working Dinner/Student Loan Servicing Overview

The Millworks 340 Verbeke Street Harrisburg, PA 17102

#### Speakers:

MaryEllen McGuire, President, PNPI Rachel Fenton, Senior Policy Analyst, PNPI Ben Miller, PNPI Moderator

#### **Questions for Review:**

What do federal Direct Loan (DL) servicers do?

Who are the current federal student loan servicers and how were they selected?

What are the current roles/responsibilities of DL servicers?
 How does the U.S. Department of Education (ED) assign direct loans?
 What performance metrics does ED use to evaluate DL servicers?

#### Wednesday, August 10

8:00 - 8:45 AM Breakfast & Check-out

8:45- 9:00 AM Bus to FedLoan Servicing/Pennsylvania Higher Education

Assistance Agency (PHEAA) Headquarters

1200 North 7th Street Harrisburg, PA 17102

9:00 - 10:00 AM Introductions & Overview of FedLoan/PHEAA

#### Speakers:

Dan Weigle, Sr. Vice President, FedLoan Servicing Lauren Swett, Federal Contract Manager, FedLoan Servicing
Stephanie Martella, Sr. Vice President, Client Relations & Loan Operations

10:00 - 11:00 AM Tour of FedLoan/PHEAA Headquarters Operations

## Speakers:

Shelly Bowman, Vice President, Client Relations & Loan Operations Mary Jo Telep, Output Operations, Technology Services John Kilheffer, Enterprise Security Office, Technology Services 11:00 - 12:00 PM General Customer Service & Quality Presentation

Speakers:

Katie Mathe, Enterprise QA Manager, Loan Operations Cindy Christine, Training Manager, Loan Operations

12:00 – 12:30 PM Working Lunch & Discussion

PHEAA Headquarters – Client Conference Room 1 & 2

Catered by:
Theo's Catering
1200 North 7th Street
Harrisburg, PA 17102

Speakers:

MaryEllen McGuire, President, PNPI Ben Miller, PNPI Moderator

## **Discussion Questions:**

- What new information did you learn on this morning's tour?
- What additional operations or information do you hope to view or obtain this afternoon?

12:30 - 1:15 PM Income-Driven Repayment (IDR) Presentation

Speakers:

Shea Arbogast, Income-Driven Repayment Support Analyst Heather Rosenstein, Senior Borrower Experience Analyst

1:15 - 2:00 PM Public Service Loan Forgiveness (PSLF) Presentation

Speakers:

Brittany Wagner, Public Service Loan Forgiveness Support Analyst Brenda Gossard, Public Service Loan Forgiveness Manager Kristi Spataro, Senior Treasury Adjustment Specialist

2:00 - 2:30 PM Travel via chartered bus to FedLoan/PHEAA WestPort

4600 Westport Drive Mechanicsburg, PA 17055

# 0000000000000

#### Speaker:

Jen Clark, Command Center Manager

#### **Questions for the Tour:**

What types of loans are in PHEAA's loan portfolio?

What distinguishes PHEAA from other loan servicers?

What are the strengths/weaknesses of the current student loan servicing system for servicers (PHEAA and others)?

What are the strengths/weaknesses of the current student loan servicing system for borrowers?

What are some of the issues PHEAA faces with public service loan forgiveness and income-driven repayments?

What might loan servicers like PHEAA need from ED to do a "better" job?

How might the current system be improved upon or reformed?

5:00 - 6:00 PM

Working Dinner/Trip Wrap-up Discussion

PHEAA Westport Conference Room

Catered by:

Italian Delight Pizza 4932 Louise Drive

Mechanicsburg, PA 17055

#### Speakers:

MaryEllen McGuire, President, PNPI Rachel Fenton, Senior Policy Analyst, PNPI

#### **Questions for Discussion:**

- What remaining questions do you have about loan servicing?
- What follow-up might you be interested in?

6:00 - 9:00 PM

Travel Back to U.S. Capitol by chartered bus

Drop off location: Peace Circle

# **Employee Post-Travel Disclosure of Travel Expenses**

Date/Time S	Stamp
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☑ The original Employee Pre-Travel Authorization (Form RE-1), AND

A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Postsecondary National Policy Institute (PNPI)

Private Sponsor(s) (list all):	
August 9-10, 2016 Travel date(s):	

Name of accompanying family member (if any):

Relationship to Traveler: 

Spouse 

Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	\$125	\$106	\$80	N/A
☑ Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	N/A	N/A	N/A	N/A
☐ Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Toured a loan servicing facility as a means to fully understand the processing and life of a

federal student loan in repayment. See attached agenda for additional information.

9/28/1/ (Date)

(Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 5.

9-28-2016

(Date)

(Revised 1/3/11)

Signature of Supervising Senator/Officer)

Form RE-2

# 00000000008825

# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your

Date/Time Stamp:

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required post-travel disclosure. Josh Delaney Name of Traveler: Senator Warren Senator Employing Office/Committee: \_\_\_\_\_\_ August 9-10, 2016 Travel date(s): Harrisburg, PA
Destination(s): Explain how this trip is specifically connected to the traveler's official or representational duties: Josh Delaney is Senator Warren's Education Policy Advisor. The subject matter of this travel is federal student loans and federal student loan servicing. Name of accompanying family member (if any):\_\_\_\_\_\_N/A Relationship to Employee: 

Spouse Child I certify that the information contained in this form is true, complete and correct to the best of my knowledge: TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain): I, ELIZABETH WANDEN hereby authorize Joshua Delaney (Print Traveler's Name) (Print Senator's/Officer's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box)

7816 (Date)

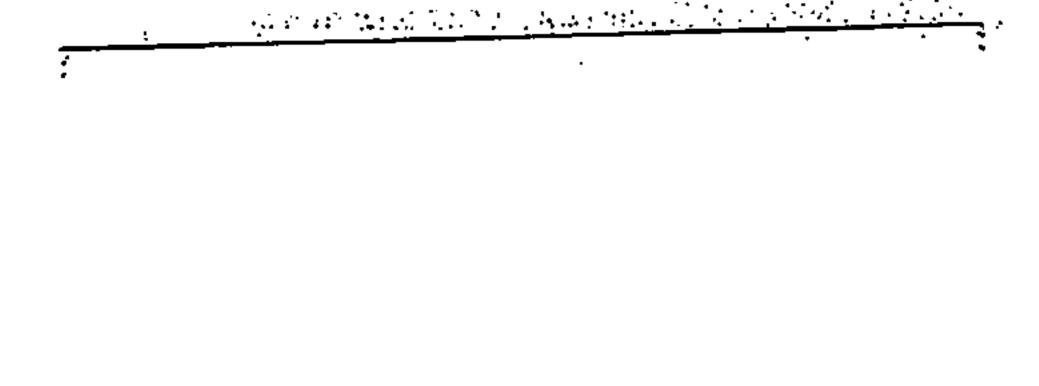
(Revised 10/19/15)

Signature of Supervising Senator/Officer,

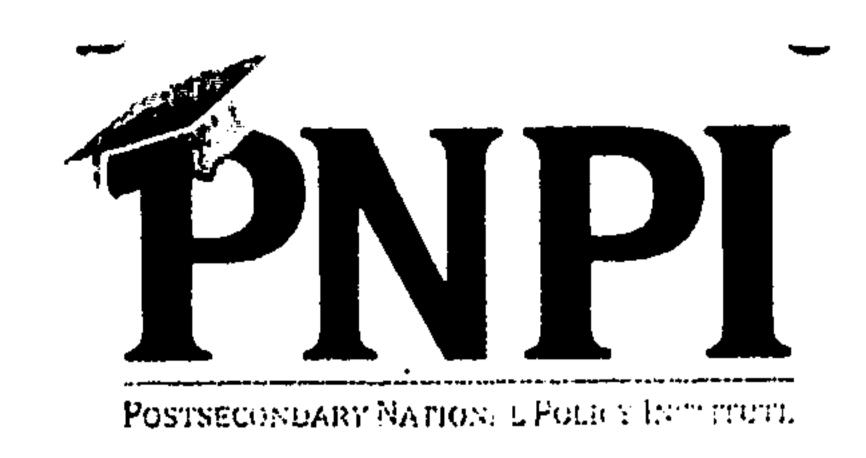
Form RE-1

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June 27, 2016

### Dear Josh Delaney,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) seminar on Federal Student Loan Servicing, August 9-10, 2016 in Harrisburg, Pennsylvania. This seminar is designed to deepen your understanding of the role loan servicers play in the federal Direct Loan system and will include a tour of a Direct Loan servicing facility as a means to fully understand the processing and life of a federal student loan.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for Ethics rules compliance.

By Monday, July 11th, you must submit the following forms and documents directly with the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

If you are not sure if you will be able to attend the seminar prior to the Ethics Committee's deadline but would like to attend, please submit the paperwork so you will have the option to participate. Paperwork submitted to the Ethics Committee after the deadline will not be considered. For planning purposes, PNPI must receive your RSVP no later than Wednesday, July 6th. Please send your RSVP directly to Rachel Fenton (tenton@pnp. 100g).

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI

are the Bill and Melinda Gates Foundation and the Lumina Foundation. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

We will depart for Harrisburg from the U.S. Capitol on Tuesday, August 9 at 2:00 PM and return you to the U.S. Capitol by 9:00 PM on Wednesday, August 10. Exact details about the pick-up and drop-off location will be sent the week prior to departure. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's seminar on Federal Student Loan Servicing promises to be both educational and productive. We look forward to your participation!

Sincerely,

MaryEllen McGuire, President

Postsecondary National Policy Institute (PNPI)

meguire@pnp.org

202-841-7359

Rachel Fenton, Senior Policy Analyst

Postsecondary National Policy Institute (PNPI)

1011011@phphocg 301-367-2752

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

;	Sponsor(s) of the trip (please list all sponsors):
]	Description of the trip:
-	Dates of travel: August 9-10, 2016
	Place of travel: Harrisburg, PA
]	Name and title of Senate invitees: See attached.
	certify that the trip fits one of the following categories:  (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  - OR -
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
}	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	- AND -
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
]	certify that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
ļ	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

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9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	<ul> <li>(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.</li> <li>OR –</li> </ul>
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).  - OR -
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	<del></del>
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	PNPI has created the agenda, developed the invitation list, and is managing all event logistics.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  See attached.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	See attached.
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In addition to multi-da	ay seminars, PNPI spons	ors Hill-based briefi	ings for larger Hill aud	diences and is
available to all congre	essional staff for postsec	ondary related rese	arch support. Our we	bsite offers
resources including s	summaries of recent post	secondary reports a	and primers on higher	education issu
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other
Good Faith estimate  Actual Amounts	\$125	\$106	\$80	N/A
State whether a) the treaticipation or b) the congressional particip	rip involves an event that the trip involves an event that the trip involves an event the trip involves and event the trip invo	nat is arranged or or	ganized specifically v	vith regard to
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State whether a) the transaction or b) the congressional particip. This trip is arranged a Reason for selecting to See attached.  Name and location of Crowne Plaza, 23 S 2	trip involves an event the bation:  Ind organized specifically the location of the event of the bation of the event of the	with regard to conscility:	ganized specifically v	vith regard to

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:				
	Lodging for all congressional staff will be at the Crowne Plaza at a rate of \$106/night. Meals will be				
	approximately \$32 for dinner on the first day and \$48 for breakfast, lunch, and dinner on the second day.				
	The lodging rate and daily totals are within the per diem rates for official federal government travel.				
<b>22</b> .	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	Participants will be taking a chartered bus.				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	N/A				
<b>25</b> .	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor				
	Name and Title: MaryEilen McGuire, President				
	Name of Organization: Postsecondary National Policy Institute (PNPI)				
	Address: 718 7th St. NW, Floor 2, Washington, DC 20001				
	Telephone Number: 202-841-7359				
	Fax Number:				
	E-mail Address: mcguire@pnpi.org				

# ATTACHMENT: Senate Private Sponsor Travel Certification Form

## 2. Description of the Trip:

This seminar is designed to deepen understanding of the role loan servicers play in the federal Direct Loan system and will include a tour of a Direct Loan servicing facility as a means to fully understand the processing and life of a federal student loan.

A detailed agenda is attached.

#### 5. Name and title of Senate invitees:

Lauren Davies

Education Policy Advisor Senator Alexander

Josh Delaney

Legislative Assistant Senator Warren

Michael DiNapoli

Education Policy Analyst
Senator Sanders

Julianna Herman

Senior Policy Advisor
Senator Bennet

**Bob Moran** 

Education Policy Advisor Senator Alexander

Kristin Nelson

Senior Counsel
Senator Alexander

Carly Rush

Counsel

Senator Murray

**Kathleen Smith** 

Education Policy Advisor Senator Alexander

All staff were invited due to their employment with a Member who sits on the Senate HELP Committee.

# 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to Congressional staff working on higher education issues. This seminar is designed to deepen participant understanding of the role loan servicers play in the federal Direct Loan system. We will also tour a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment.

A detailed agenda is attached.

# 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

PNPI has sponsored thirteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015) and non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016). All prior PNPI trips have been approved by the Ethics Committee.

# 18. Reason for selecting the location of the event or trip.

Participants will be touring a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment. Harrisburg is home to the Pennsylvania Higher Education Assistance Agency (PHEAA), one of the Title IV Additional Servicing (TIVAS) entities with which the U.S. Department of Education contracts for the servicing of federal Direct Loans.

PAT ROBERTS, KANSAS CHRISTOPHER A. COONS, DELAWARE JAMES E. RISCH, IDAHO BRIAN SCHATZ, HAWAII

DEBORAH B. MAYERL CHIEF COUNSEL AND STAFF DIRECTOR ANNETTE GILLIS, DEPUTY STAFF DIRECTOR

TELEPHONE: (202) 224-2981 FACEINULE: (202) 224-7416 TDD: (202) 228-3752

# United States Senate

SELECT COMMITTEE ON ETHICS HART SENATE OFFICE BUILDING, ROOM 220 SECOND AND CONSTITUTION AVENUE, NE **WASHINGTON, DC 20510-6425** 

July 11, 2016

Josh Delaney Office of Senator Elizabeth Warren United States Senate Washington, DC 20510

Dear Mr. Delaney:

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This responds to your recent letter concerning an invitation you received to travel to the Federal Student Loan Servicing Seminar, in Harrisburg, Pennsylvania August 9-10, 2016, sponsored by Postsecondary National Policy Institute (PNPI). PNPI certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PNPI also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at any point throughout your trip.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, PNPI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

<sup>&</sup>lt;sup>1</sup> The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

<sup>&</sup>lt;sup>2</sup> The term "any point throughout your trip" has a specific definition. See id. at 2.

completed Employee Pre-Travel Authorization and the Employee Post-Travel Disclosure of Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

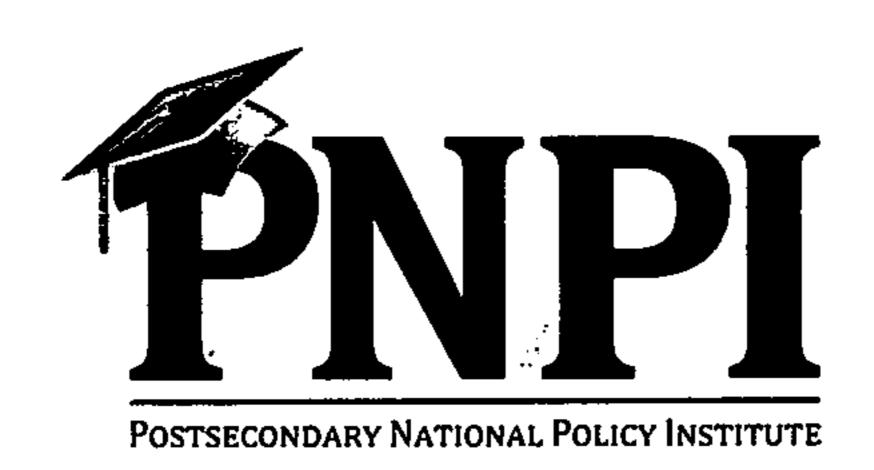
Deborah Sue Mayer

Chief Counsel and Staff Director

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Enclosures: Travel Checklist

<sup>&</sup>lt;sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$123,175 for CY 2016) or is a political fund designee and is required to file an annual Financial Disclosure Report.



June 27, 2016

# Dear Josh Delaney,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) seminar on Federal Student Loan Servicing, August 9-10, 2016 in Harrisburg, Pennsylvania. This seminar is designed to deepen your understanding of the role loan servicers play in the federal Direct Loan system and will include a tour of a Direct Loan servicing facility as a means to fully understand the processing and life of a federal student loan.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for Ethics rules compliance.

# By Monday, July 11<sup>th</sup>, you must submit the following forms and documents directly with the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

If you are not sure if you will be able to attend the seminar prior to the Ethics Committee's deadline but would like to attend, please submit the paperwork so you will have the option to participate. Paperwork submitted to the Ethics Committee after the deadline will not be considered. For planning purposes, PNPI must receive your RSVP no later than Wednesday, July 6th. Please send your RSVP directly to Rachel Fenton (fenton@pnpi.org).

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI

are the Bill and Melinda Gates Foundation and the Lumina Foundation. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

We will depart for Harrisburg from the U.S. Capitol on Tuesday, August 9 at 2:00 PM and return you to the U.S. Capitol by 9:00 PM on Wednesday, August 10. Exact details about the pick-up and drop-off location will be sent the week prior to departure. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's seminar on Fèderal Student Loan Servicing promises to be both educational and productive. We look forward to your participation!

Sincerely,

MaryEllen McGuire, President

Postsecondary National Policy Institute (PNPI)

mcguire@pnpi.org

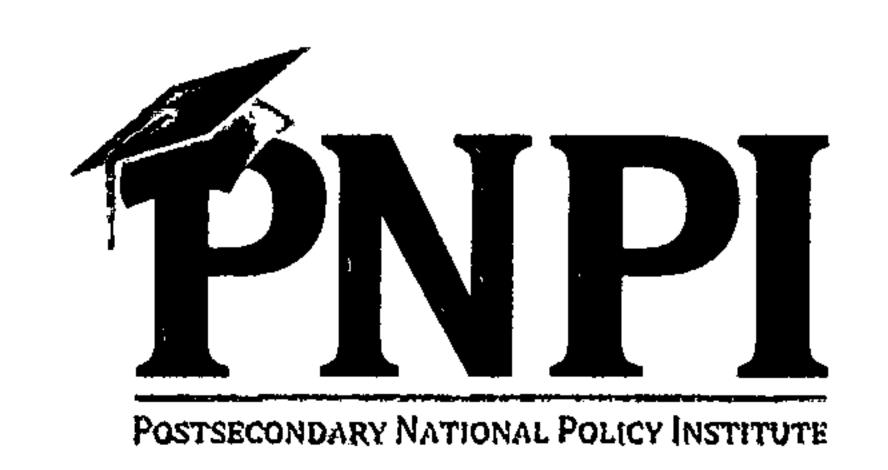
202-841-7359

Rachel Fenton, Senior Policy Analyst

Postsecondary National Policy Institute (PNPI)

fenton@pnpi.org

301-367-2752



# Federal Student Loan Servicing Seminar

Tuesday, August 9 - Wednesday, August 10 Harrisburg, PA

#### **SEMINAR GOALS**

- Deepen staff understanding of the role loan servicers play in the federal Direct Loan system and their work as it relates to regular in school, repayment and pre-default servicing.
- Tour a loan servicing facility as a means to fully understand the processing and life
  of a student loan in repayment: walk through of fulfillment facility, overview of
  lender security, introduction to loan counselor training and evaluation, walk
  through of income-driven repayment and public service loan forgiveness processes,
  and overview of loan servicer contract and solicitation procedures.

#### **AGENDA**

## Tuesday, August 9

2:00 PM Travel via chartered bus from

U.S. Capitol to Harrisburg, PA

4:30 PM- 6:00 PM Arrive & Check-into hotel

Crowne Plaza Harrisburg 23 South 2<sup>nd</sup> Street Harrisburg, PA 17101 6:00 PM - 8:00 PM

Working Dinner/Student Loan Servicing Overview

The Millworks 340 Verbeke Street Harrisburg, PA 17102

#### Speakers:

MaryEllen McGuire, President, PNPI Betsy Prueter, Senior Program Officer, PNPI Rachel Fenton, Senior Policy Analyst, PNPI Ben Miller, PNPI Moderator

# **Discussion Questions:**

What do federal Direct Loan (DL) servicers do?

- Who are the current federal student loan servicers and how were they selected?
- What are the current roles/responsibilities of DL servicers?
- How does the U.S. Department of Education (ED) assign direct loans?
   What performance metrics does ED use to evaluate DL servicers?

# Wednesday, August 10

8:00 - 8:45 AM

**Breakfast & Check-out** 

8:45 AM- 9:00 AM

Bus to FedLoan Servicing/Pennsylvania Higher Education

**Assistance Agency (PHEAA) Headquarters** 

1200 North 7th Street Harrisburg, PA 17102

9:00 AM - 10:00 AM

Introductions & Overview of FedLoan/PHEAA

#### Speakers:

Dan Weigle, Sr. Vice President, FedLoan Servicing Lauren Swett, Federal Contract Manager, FedLoan Servicing Stephanie Martella, Sr. Vice President, Client Relations & Loan Operations

10:00 AM - 11:00 AM Tour of FedLoan/PHEAA Headquarters Operations

#### Speakers:

Shelly Bowman, Vice President, Client Relations & Loan Operations Mary Jo Telep, Output Operations, Technology Services John Kilheffer, Enterprise Security Office, Technology Services

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11:00 AM - 12:00 PM General Customer Service & Quality Presentation

Speakers:

Katie Mathe, Enterprise QA Manager, Loan Operations Cindy Christine, Training Manager, Loan Operations

12:00 PM - 12:30 PM

**Working Lunch & Discussion** 

PHEAA Headquarters - Client Conference Room 1 & 2

Catered by:

Theo's Catering

1200 North 7<sup>th</sup> Street Harrisburg, PA 17102

Speakers:

MaryEllen McGuire, President, PNPI Ben Miller, PNPI Moderator

## **Discussion Questions:**

- What new information did you learn on this morning's tour?
- What additional operations or information do you hope to view or obtain this afternoon?

12:30 PM - 1:15 PM

Income-Driven Repayment (IDR) Presentation

Speakers:

Shea Arbogast, Income-Driven Repayment Support Analyst Heather Rosenstein, Senior Borrower Experience Analyst

1:15 PM - 2:00 PM

**Public Service Loan Forgiveness (PSLF) Presentation** 

Speakers:

Brittany Wagner, Public Service Loan Forgiveness Support Analyst Brenda Gossard, Public Service Loan Forgiveness Manager Kristi Spataro, Senior Treasury Adjustment Specialist

2:00 PM - 2:30 PM

Travel via chartered bus to FedLoan/PHEAA WestPort 4600 Westport Drive

Mechanicsburg, PA 17055

# ATTACHMENT: Senate Private Sponsor Travel Certification Form

## 2. Description of the Trip:

This seminar is designed to deepen understanding of the role loan servicers play in the federal Direct Loan system and will include a tour of a Direct Loan servicing facility as a means to fully understand the processing and life of a federal student loan.

A detailed agenda is attached.

#### 5. Name and title of Senate invitees:

Lauren Davies

Education Policy Advisor Senator Alexander

Josh Delaney

Legislative Assistant Senator Warren

Michael DiNapoli

Education Policy Analyst Senator Sanders

Julianna Herman

Senior Policy Advisor Senator Bennet **Bob Moran** 

Education Policy Advisor Senator Alexander

Kristin Nelson

Senior Counsel
Senator Alexander

**Carly Rush** 

Counsel

Senator Murray

Kathleen Smith

Education Policy Advisor Senator Alexander

All staff were invited due to their employment with a Member who sits on the Senate HELP Committee.

# 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to Congressional staff working on higher education issues. This seminar is designed to deepen participant understanding of the role loan servicers play in the federal Direct Loan system. We will also tour a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment.

A detailed agenda is attached.

# 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

PNPI has sponsored thirteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015) and non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016). All prior PNPI trips have been approved by the Ethics Committee.

# 18. Reason for selecting the location of the event or trip.

Participants will be touring a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment. Harrisburg is home to the Pennsylvania Higher Education Assistance Agency (PHEAA), one of the Title IV Additional Servicing (TIVAS) entities with which the U.S. Department of Education contracts for the servicing of federal Direct Loans.

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Postsecondary National Policy Institute (PNPI) Sponsor(s) of the trip (please list all sponsors):
2.	Description of the trip:
3.	Dates of travel: August 9-10, 2016
4.	Place of travel: Harrisburg, PA
5.	Name and title of Senate invitees: See attached.
6.	<ul> <li>I certify that the trip fits one of the following categories:</li> <li>(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.</li> <li>(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).</li> </ul>
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that:  The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  AND:
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

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9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:				
	<ul> <li>(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.</li> <li>OR -</li> </ul>				
	<ul> <li>□ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).</li> <li>- OR -</li> </ul>				
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.				
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:				
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.				
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:				
	PNPI has created the agenda, developed the invitation list, and is managing all event logistics.				
ì3.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  See attached.				
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:  See attached.				

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. Our website offers resources including summaries of recent postsecondary reports and primers on higher education issue												
							Total Expenses for Each Participant:					
								Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expense	
Good Faith estimate	\$125	\$106	\$80	N/A								
Amounts												
State whether a) the trip involves an event that is arranged or organized without regard to congressional participation or b) the trip involves an event that is arranged or organized specifically with regard to congressional participation:												
This trip is arranged a	nd organized specifically	rwith ropord to some	vroosional madiainatia									
			gressional participatio	n								
<u> </u>	he location of the event of		ressional participatio	n.								
<u> </u>			ressional participatio	n.								
Reason for selecting the See attached.		or trip	gressional participatio									
Reason for selecting the See attached.  Name and location of	he location of the event of	or trip	gressional participatio									
Reason for selecting the See attached.  Name and location of Crowne Plaza, 23 S 2	he location of the event of	cility:	gressional participatio									

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:				
	Lodging for all congressional staff will be at the Crowne Plaza at a rate of \$106/night. Meals will be				
	approximately \$32 for dinner on the first day and \$48 for breakfast, lunch, and dinner on the second day.  The lodging rate and daily totals are within the per diem rates for official federal government travel.  Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
22.					
	Participants will be taking a chartered bus.				
	·				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	N/A				
25,.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):				
	Signature of Travel Sponsor: ////////////////////////////////////				
	Name of Organization: Postsecondary National Policy Institute (PNPI)				
	Address: 718 7th St. NW, Floor 2, Washington, DC 20001				
	Telephone Number: 202-841-7359				
	Fax Number:				
	E-mail Address: mcguire@pnpi.org				

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(Revised 10/19/15)

# EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Josh Delaney
	Senator Warren
Employing Office/Committee:	
	ndary National Policy Institute (PNPI)
August 9-10, 2016 Travel date(s):	
Note: If you plan to extend the t	trip for any reason you <u>must</u> notify the Committee.
Harrisburg, PA Destination(s):	
Explain how this trip is specifically con	nected to the traveler's official or representational duties:
Josh Delaney is Senator Warre federal student loans and feder	en's Education Policy Advisor. The subject matter of this travel is ral student loan servicing.
	NI/A
Name of accompanying family member	r (if any):
Relationship to Employee: Spouse	Child
I certify that the information contained	in this form is true, complete and correct to the best of my knowledge:
7/C/20/Ce	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING Secretary for the Majority, Secretary for the	
I, EUVABETH WANGEN  (Print Senator's/Officer's Name	hereby authorize <u>Joshua Delaney</u> (Print Traveler's Name)
related expenses for travel to the event	on, to accept payment or reimbursement for necessary transportation, lodging, and described above. I have determined that this travel is in connection with his or her eholder, and will not create the appearance that he or she is using public office for
I have also determined that the attendar of the Senate. (signify "yes" by checking	nce of the employee's spouse or child is appropriate to assist in the representation
7 8 16	Emall wan-
(Date)	(Signature of Supervising Senator/Officer)
	Form RE-1